



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No. MSP 1.2.12	Subject: INMATE WELFARE ACCOUNT
Reference: DOC Policy 1.2.12	Page 1 of 5 and two attachments
Effective Date: December 7, 1996	Revision Dates: new effective date August 16, 2007
Signature / Title: /s/ Mike Mahoney / Warden	
Signature / Title: /s/ Gayle Lambert / MCE Administrator	

I. PURPOSE

To establish, maintain, and manage the inmate welfare account to enhance the programs and services that directly affect the inmate population in compliance with generally accepted accounting principles and a system of checks and balances.

II. DEFINITIONS

Inmate Welfare Account – the account in the state special revenue fund that is the repository for net proceeds from inmate canteen purchases and inmate telephone use, cash proceeds from the disposition of confiscated contraband, and any public money held for the needs of inmates and not otherwise allocated; also referred to as the Inmate Welfare Fund (IWF).

Telephone Revenues - proceeds generated from inmate collect calls and calling card sales.

Miscellaneous Revenues - revenue generated from food sales and cash proceeds from the sale of confiscated contraband.

Canteen Revenues – a percentage of the net profits generated from the sale of canteen items at Department and contracted facilities.

Inmate Organization - an organization recognized and approved as outlined in *MSP 5.5.2, Inmate Organizations*.

IWF Representative – an inmate assigned by the MSP administration to represent the MSP inmate population in the approval process for the expenditure of funds from the IWF.

Indigent Status – the status applied to an inmate whose previous month's financial activity indicates that he or she had insufficient funds to purchase hygiene or legal supplies from the canteen.

III. PROCEDURES

A. Deposits

1. The following monies will be deposited in the inmate welfare account:
 - a. Donations by individuals, organizations, or community groups, excluding inmate donations and donations from inmate families.
 - b. Telephone, canteen, and miscellaneous revenues.
 - c. Cash proceeds generated from the sale of confiscated contraband pursuant to *MCA 53-1-105, Disposition of Contraband in Correctional Institutions*.
 - d. Any public money held for the needs of inmates that has not been allocated elsewhere.

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2. Accounting staff must provide a receipt for any funds deposited in the inmate welfare account. Collection from revenues, i.e., checks, must be made to the Department of Corrections and forwarded to the Department's accounting office.

B. Expenditures

1. All laws, rules, policies, and procedures for expending State of Montana funds will be followed when expending IWF monies.
2. The Warden or designee will review funding requests, and may authorize appropriate expenditure, for requests of **\$2499** or less.
3. The Warden or designee will review funding requests for expenditure of **\$2500** or more; however the expenditure must be approved by the adult secure care facility committee appointed by the DOC Director.
4. Reoccurring expenditures and reimbursements to the IWF, e.g., food sales, will be reviewed annually by the MSP IWF committee.
5. The Department's accounting office will provide a monthly report to the Warden and the IWF representatives detailing income and expenditures.
6. Pursuant to *MCA 53-1-109, Prison Inmate Welfare Account*, the two MSP IWF representatives may provide input concerning MSP expenditures; however the final decisions will be made by the Warden or the adult secure care facility committee appointed by the DOC Director.
7. All purchases from IWF monies will be processed through the Warehouse Purchasing Department.

C. Uses for the Account Funds

1. The inmate welfare account funds may be used to:
 - a. Purchase services, supplies, or equipment for the needs of the inmate population including:
 - Recreation equipment
 - Fixtures for visiting rooms
 - TV programming
 - Specified inmate pay
 - Inmate property shipment costs
 - Inmate activities approved through established operational procedures
 - computer equipment to operate computerized legal research software
 - b. Provide funds for indigent packages in accordance with *DOC Policy 4.1.4, Indigent Status*.
 - c. Provide funds for the DOC Release Assistance Program, which provides assistance to eligible inmates upon discharge, parole or temporary furlough, excluding inmates on conditional release.
 - d. Provide funds to assist in paying for the costs associated with funeral or deathbed visits (not to exceed \$400 per occurrence) conducted in accordance with *MSP 3.1.30*.

D. IWF Representatives

1. The purpose and scope of an IWF Representative is to:
 - a. Represent the inmate population at meetings held by the MSP Administrative Management Team to make decisions concerning the expenditure of IWF monies.

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- b. Encourage other unit inmates to adhere to rules, maintain clear conduct, cooperate with staff, and prepare for their transition within the facility and back into society.
 - c. Direct inmates to address their individual concerns by sending an OSR form to the appropriate staff member or going through the inmate grievance process.
 2. IWF Representative Duties and Expectations:
 - a. Disseminates correct and accurate information from their meetings/interactions with members of the MSP Administrative Management Team.
 - b. Interact with all staff and inmates in a respectful and considerate manner.
 3. IWF Representative Qualifications/Criteria
 - a. A history of good behavior, with a minimum of two years clear conduct since his last major write-up.
 - b. Have demonstrated good oral and written communication skills and the ability to interact well with staff and inmates.
 - c. Be in good standing with his Unit Management Team and the MSP Administrative Management Team.
 4. Selection
 - a. When there is an opening for an IWF representative, the MSP Administrative Management Team will contact staff for a suggested replacement.
 - b. The MSP Administrative Management Team will select two inmates to serve as the representatives for the IWF committee from those who are recommended.
 - 1) One will be from general population inmates housed in the low side and one will be from general population inmates housed in the high side.
 - 2) An inmate housing unit representatives (see *MSP 5.5.104, Inmate Housing Unit Representatives*) may be selected to serve as an IWF Representative, however he will not be allowed to serve in both capacities at the same time.
 5. IWF Representative Terms
 - a. Each IWF Representative will serve a two year term. The Management Team may allow consecutive terms, but the total term will not exceed four years.
 - b. If an IWF Representative resigns, transfers to another unit or institution, or is removed from the position for any reason, the MSP Administrative Management Team will contact staff for a suggested replacement.
 - c. The MSP Administrative Management Team may remove an IWF Representative from the position or have his term cancelled if the representative:
 - 1) Fails to maintain a good disciplinary record - no major infractions.
 - 2) Misuses or abuses the position.
 - 3) Engages in any conduct or behavior that is determined to be inappropriate for an IWF Representative.
 - 4) Exhibits an inability to interact or work appropriately with others.
 - 5) Engages in written or oral communications that are derogatory, accusatory, inappropriate, or have the potential to affect the security or orderly operation of the facility.
 6. IWF Representative Stipends

The IWF representatives will receive a monetary stipend from the IWF as outlined in *MSP 5.1.2, Inmate Wage Plan* while they serve in these positions.

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7. Supplies
 - a. The IWF representatives will use loaner typewriters to prepare and complete the meeting forms.
 - b. The IWF representatives will be issued typing paper and a portfolio binder that will only be used to keep the paperwork from the process. These items belong to the facility and will be purchased through the Warehouse.

E. IWF Committee Meetings

1. A designated member of the MSP Administrative Management Team will meet as necessary with the two inmate IWF representatives.
2. The designated MSP Administrative Management Team member will schedule the day, time, and location of the meeting, and notify the two inmate IWF representatives.
3. Staff requesting IWF funds for inmate Special Activities, Family Days, Food Sales, etc. must first complete the required paperwork for the function (***within the required timeframes***) and then fill out a *Request for IWF Funding form (attachment A)*. They must forward the completed form, with a copy of the required paperwork attached, to the designated MSP Administrative Management Team member who will review the form and paperwork for accuracy, proper processing, required timeframes, and required authorization/signatures.
 - a. If the form and required paperwork have been properly processed, the MSP Administrative Management Team member will forward the request form to the designated IWF representative.
 - b. If the form and required paperwork haven't been properly processed, the MSP Administrative Management Team member will send them back to the staff member who submitted them to correct the deficiencies. Only properly processed requests, submitted within the required timeframes, will be addressed at the IWF committee meetings.
4. The designated IWF representative will use the *Request for IWF Funding forms* to fill in the "Object of Expenditure" section on the *MSP IWF Committee Meeting Expenditures form (attachment B)* that will be addressed at the IWF committee meetings. The representative will leave the other sections blank. He will forward a copy of the form to the designated MSP Administrative Management Team member prior to the meeting.
5. Discussion at the meeting will be restricted to the funding topics on the form, and the topics must relate to funding issues that affect the entire inmate population.
6. The designated MSP Administrative Management Team member may invite additional staff to attend the meeting.
7. The designated inmate IWF representative will fill in the decision sections on the form and send the completed form to the designated MSP Administrative Management Team member.
8. The designated MSP Administrative Management Team member will edit the form for accuracy and forward copies to the two representatives, the Warden, the Deputy Warden, the Associate Wardens, the Security Major, the Unit Managers, and other departments.
9. If a funding topic isn't addressed at the meeting, or requires input from others, it will be tabled and addressed at the next meeting.
10. In the event the designated MSP Administrative Management Team member and the representatives are unable to reach an agreement on a funding issue, the matter will be

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forwarded to the Warden to make the final decision. When resolved the issue and response will be added to next expenditures form.

11. The designated MSP Administrative Management Team member and representatives will establish and maintain a filing system to archive the topics addressed at every IWF committee meeting.

IV. CLOSING

Questions concerning this operational procedure should be directed to the Warden, or designee.

V. ATTACHMENT

Request for IWF Funding

attachment A

MSP IWF Committee Meeting Expenditures form

attachment B

Request for IWF Funding

Request _____

Facility _____

Sponsor _____ **Date** _____

Request Description _____

Amt. Requested \$ _____

Annual \$ _____

Monthly \$ _____

One Time \$ _____ **Total** \$ _____

Approved _____

Denied _____

Inmate Representatives _____ / _____ **Date** _____

Approved _____

Denied _____

Warden or designee* _____ **Date** _____

Accounting Office _____ **Date** _____

*Staff will forward all IWF requests to the Warden or designee.

MSP IWF COMMITTEE MEETING EXPENDITURES

DATE: _____ / _____ / _____

PRESENT: Staff: _____
(name) (title)

(name) _____ (title)

(name) _____ (title)

(name) _____ (title)

Inmates: _____ (name) _____ (Low Side Representative)

(name) (High Side Representative)

New Business:

Approved	Denied	Object of Expenditure	Invoice #	Amount
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
		VBB trivia winners (accounting has list)		\$
		1.		
		2.		
		3.		
		4.		
		5.		
		6.		

Assistance: